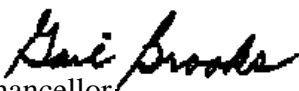


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore, 4th Floor
Long Beach, California 90802-4210
(562) 951-4411

Date: December 18, 2006 **Code:** TECHNICAL LETTER
HR/Salary 2006-24

To: Human Resources Directors
Payroll Managers

From: Gail Brooks 
Associate Vice Chancellor
Human Resources Administration

Subject: 2006/07 Salary Range Adjustments for Increase to New Minimum Wage

Effective January 1, 2007, the California minimum wage will increase to \$7.50 per hour. Consistent with this change, the California State University (CSU) will increase salary rate and range minimums of affected CSU classifications. The following salary program has been approved and is summarized as follows:

❖ **Salary Structure Change effective January 1, 2007:**

- Salary range minimums will be increased to \$7.50 per hour for hourly classes and to \$1,300 per month for monthly classes (see Attachment A). These rate adjustments will have no effect on individual pay rates unless an employee is currently paid below the new salary range minimum. An employee may not have a pay rate lower than the new range minimum. Campuses are responsible for adjusting the assigned salary rate, as appropriate.

The following processing instructions are provided in Attachment B:

⇒ Salary Structure Change I – Assigned Salary Rate Below the New Salary Range Minimum

Distribution:

| | |
|--|------------------------------|
| CSU Presidents | Budget Directors |
| Vice Chancellor, Human Resources | Plant Directors |
| Vice Presidents, Administration | Police Chiefs |
| Vice Presidents, Academic Affairs | Employee Relations Designees |
| Vice Presidents, University Advancement | HR Professionals |
| Vice Presidents, Student Administration | Director, SOSS |
| Associate Vice Presidents/Deans of Faculty | |

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For complete information and processing instructions for all salary programs, refer to Human Resources Administration's Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/index.shtml>. Additional instructions are provided in the SCO's Personnel Letter.

Questions regarding this technical letter may be directed to Human Resources Administration at (562) 951-4411. This document is available on Human Resources' Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GB/aj

Attachments

Classifications Affected by Salary Structure Increase

Hourly Classes – New Minimum of \$7.50/Hour Effective January 1, 2007

| <u>CBID</u> | <u>Class Code</u> | <u>Classification</u> |
|--------------------|--------------------------|---|
| E99 | 0100 | Youth Summer Aid |
| E99 | 1800 | Casual Worker |
| E99 | 1868 | Student – Nonresident Alien Tax Status |
| E99 | 1870 | Student Assistant |
| E99 | 1871 | Student Trainee, On-Campus Work Study |
| E99 | 1872 | Student Trainee, Off-Campus Work Study |
| E99 | 1874 | Bridge Student Assistant |
| E99 | 1875 | Bridge Student Trainee, On-Campus Work Study |
| E99 | 1876 | Bridge Student Trainee, Off-Campus Work Study |
| E99 | 2363 | *Instructional Faculty, Extension Non-Credit |
| E99 | 7171 | Notetaker |
| E99 | 7172 | Reader |
| R03 | 2365 | Music Studio Instructional Faculty |

*Range 2 of the classification

**TECHNICAL LETTER
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ATTACHMENT A**

Monthly Classes – New Minimum of \$1,300/Month Effective January 1, 2007

| <u>CBID</u> | <u>Class Code</u> | <u>Classification</u> |
|--------------------|--------------------------|--|
| E99 | 0101 | Helper/Aide |
| E99 | 1973 | Early Childhood Assistant Teacher |
| R03 | 0350 | CMA Continuing Education Instructor |
| R05 | 0104 | Maintenance and Laborer Trainee |
| R07 | 1120 | Clerical Trainee |
| R09 | 1521 | Technician Trainee |
| R09 | 7165 | Interpreter/Transliterater I AY |

| |
|--------------------------------|
| PROCESSING INSTRUCTIONS |
|--------------------------------|

SALARY STRUCTURE CHANGE

I – Assigned Salary Rate Below the New Salary Range Minimum

| PAY SCALES IMPACT: | |
|----------------------------|--------------------------------------|
| Change Summary: | Implement new minimum wage |
| Class Code(s): | Per Attachment A |
| CBID: | Per Attachment A |
| Pay Scales Effective Date: | 01/01/07 |
| Date in Production: | 01/03/07 |
| Pay Letter: | 2007-01 To be issued in January 2007 |

| EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT: | |
|--|--|
| Processing Responsibility: | Campus |
| Processing Date(s): | Beginning 01/03/07 |
| Effective Date: | 01/01/07 |
| PIMS Transaction: | CRO |
| Detailed Transaction Code (Item 719) | N/A |
| EH Remarks (Item 215) | HR/SA 2006-24 |
| Pay Amount: | Assigned Salary Rate (Item 820) = New Minimum |
| Pay Form: | N/A |
| Lump Sum Earnings ID: | N/A |
| Employees on Leave: | N/A |
| Additional Information: | Campuses are responsible for adjusting CD048s and other positive pay documents prior to submission to the SCO. |
| SCO Personnel Letter: | N/A |

| COMMON MANAGEMENT SYSTEMS (CMS) INSTRUCTIONS: | |
|--|--|
| Pay Scales Impact: | Salary Schedule Load provided by HR-ISA to SOSS on 01/02/07. |
| GSI/SSI Load Impact: | No |
| Action/Reason: | Must map to PIMS CRO Transaction |